



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

B-07

☒ Original ☐ Amendment Number

Contract Number

EP-C-08-010

Contract Period 12/16/08 - 11/30/09
Base Period

Title of Work Assignment:
Support for CREM Symposium on Large Aquatic
Ecosystems

Contractor
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW
Task 2.4

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: Issuance To: 11/30/09

Comments:

☐ Superfund

Accounting and Appropriations Data

☐ Non-Superfund

DC (Max 6)	Budget /FYs	Appropriation Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 12/16/08 - 11/30/09

Cost/Fee

LOE

Previously Approved

This Action

210

Total

210

Work Plan / Cost Estimate Approvals

Contractor WP Dated :

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name

Noha Gaber

(Signature)

8/25/2009

(Date)

Branch/Mail Code ORD/8105R

Phone Number (202)564-2179

Fax Number (202)564-2070

Project Officer's Name

Verla Sutton - Bushy

9/9/09

(Signature)

(Date)

Branch/Mail Code: ORD/ISS/8102R

Phone Number (202) 564-6808

Fax Number (202) 565-2910

Other Agency Official Name

Larry J. Foley

8/26/09

(Signature)

(Date)

Branch/Mail Code :

Phone Number

FAX Number

Contracting Official Name

Renita Tyus

(Signature)

9/10/09

(Date)

Branch/Mail Code CPOD

Phone Number (513) 487-2094

Fax Number (513) 487-2109

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

PERFORMANCE WORK STATEMENT
Contract Number EP-C-08-010
Scientific Consulting Group
Work Assignment Number: B-07

Title:	Support for CREM Symposium on Large Aquatic Ecosystems
Scope of Work Reference:	Task: 2.4
Period of Performance:	Date of Issuance through November 30, 2009
Estimated Level of Effort:	210 Hours
Work Assignment COR:	Noha Gaber Office of Science Advisor U.S. EPA (8105-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-2179 Fax: (202) 565-2910
Alternate Work Assignment COR:	Robin Clarke Office of Science Advisor U.S. EPA (8105-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6493 Fax: (202) 565-2910
Project Officer:	Verla Sutton-Busby U.S. EPA (8102R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6808 Fax: (202) 565-2910

1. **Background:** This activity is part of the Council for Regulatory Environmental Modeling (CREM) Integrated Modeling Program, included in the CREM Strategy and Action Plan 2009-2011, approved by the Science Policy Council.
2. **Purpose:** The purpose of this performance work statement is to provide technical meeting support for the CREM symposium on “Development and Use of Integrated Modeling to Support Large Aquatic Ecosystems”. The symposium will take place on January 20-21, 2010. The symposium location will be in the Washington DC Area.
3. **Task :**

The contractor shall support the symposium by assisting with the logistics and organization, which includes the following activities:

Task 1: The contractor shall set-up an online registration website for the symposium and send the registration information to the EPA Work Assignment COR on a weekly basis.

Task 2: The contractor shall secure a meeting facility in the Washington DC Area.

Task 3: The contractor shall coordinate with staff at the meeting facility to ensure that the required facilities and equipment (flip charts, laptop, PowerPoint projector, microphones, etc.) are available; this includes securing the meeting rooms for the symposium, video conferencing facilities, setting up a poster session room, including the required poster stands and tables, and ensuring that the meeting rooms are set-up as required for each session.

Task 4: The contractor shall set-up an onsite registration desk.

Task 5: The contractor shall print symposium materials and prepare symposium folders and participant badges.

Task 6: The contractor shall provide note-taking support at the symposium.

Task 7: The contractor shall prepare a detailed report of symposium discussions.

5. **Deliverables**

Work plan due within 15 calendar days of receipt of the work assignment

1. The EPA WA COR shall provide written technical direction and draft materials to the contractor when needed.
2. An initial conference call will be held within 5 working days of receipt of the draft materials to clarify questions and details of written technical direction.
3. The symposium online registration website should be set up by September 21, 2009.

4. The symposium online registration website will be user-friendly and will be updated upon receipt of new information.
5. The symposium report will include a detailed (but not transcriptive) account of the symposium presentations and discussions. Due date will be determined via written technical direction from the EPA WA COR.

6. Acceptance Criteria

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

7. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

8. EPA GREEN MEETING REQUIREMENTS

“When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and Conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>.”